Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Tuesday 29th March 2022

Date and time:	**Location**:
Tuesday 29th March 2022, 5.30pm	Meeting held remotely via Zoom

Attendees:		
Name	**Present**	**Role**
Chidi Amadi (CA)	Present	Governor (Chair)
Sharon Brittan (SBri)	Present	Governor (Vice Chair)
Pia Decarlucci (PD)	Present	Governor
Mohsin Drabu (MD)	Apologies	Governor (Finance)
Katharine Birbalsingh (KB)	Present	Head Teacher
Katie Ashford (KA)	Present	Staff Governor
Iskander Fernandez (IF)	Present	Parent Governor
Adeyemi Fasogbon (AF)	Present	Parent Governor (Careers)
Matthew Godfrey (MG)	Apologies	Governor (Careers)
Rebecca Williams (RW)	Present	Governor
Lundi Nyoni (LN)	Apologies	Governor (Finance)
Daniel Hall (DH)	Present	Governor
Stephanie Ting (ST)	Present	Governor (Safeguarding, SEND)
Brett Williams Yale (BWY)	Present	DHT
Ali Mansfield (AM)	Present	Clerk

No.	FGB Items	Action
1.	**Welcome and apologies** CA welcomed governors to the meeting. Apologies were received and accepted from Mohsin Drabu, Matthew Godfrey and Lundi Nyoni.	
2.	**Declaration of Business Interests** ***Governors to declare any changes to the register of business interests:*** No changes to the register were declared. ***Governors to declare any conflicts of interest for this agenda:***	

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	No conflicts of interest were declared. ***Governors to declare any gifts or hospitality received in their role as a governor of MCS:*** None declared.	
3.	**Governing Body Membership** ***Consider renewing Matthey Godfrey's Term of Office which expired on 14th March 2022:*** MG brings his experience as a Deputy Head Teacher to his role as governor at Michaela. He supported the successful Stevenage School application and is joint Careers Lead Governor. Governors **AGREED** to appoint Matthew Godfrey to a further term of office.	
4.	**Minutes of last meeting (07.02.22)** ***To agree the minutes of the previous meeting:*** The minutes of the meeting held on the 07.02.22 were agreed as an accurate record. ***Matters arising not covered elsewhere on this agenda:*** None.	
5.	**Safeguarding Report** KA presented the Safeguarding Report from Olivia Dyer (DSL) • The new member of office staff met with the Designated Safeguarding Lead for training • Issues are being reported in the appropriate way by staff • There are currently 2 Looked After Children on roll who are being monitored closely • There are 5 pupils on Child Protection Plans, the most formal level of support • In addition there are 2 pupils subject to Child In Need plans, 7 pupils subject to Family Solutions support and 14 pupils subject to internal monitoring • There has been one incident to report, a minor physical altercation between two Year 10 pupils, the result of an argument on social media. Teachers dealt swiftly with the situation. SB commented that it was to the great credit of the school that such incidents are rare.	
6.	**Finance Report** ***Budget position at Month 6:*** ***o*** Income is £96k positive to budget ***o*** Expenditure is in line with budget ***o*** There is a surplus of £42241 against a forecast deficit of £54325 ***o*** Cash balances: Current account £25,000, Reserve account £925,600, 35 Day Saver £748,394, total £1,698,995 Q: Examination fees – what did we budget for that we are no longer paying to get a 30% saving from budget? A: Not all the invoices have been received yet so this is not an actual saving. Also we had some credits in hand from the exams boards from	

last year.
Q: Advertising has quite a jump in terms of raw figures – what is this referring to? Advertising for the school as a whole? Or Advertising for admin staff? Or something else?
A: This is almost all advertising for the 6th form including the leaflet drop that Katharine mentioned at the last meeting.
Q: Catering staff – "provision for maternity cover over budgeted" – does this refer to payment for maternity leave? Would this not be a % of existing salary?
A: This was an error, I included both the cover costs and the full salary of the staff member on maternity leave. Additionally, the member of staff has decided not to return and so has repaid a proportion of the maternity pay she received.

Trial Balance at Month 6: Circulated and noted by governors

Projected carry forward at year end: £52904 against budgeted surplus of £25730. This figure takes into account unbudgeted income for Recovery Premium, Teachers Pay Grant, Teachers Pension Grant, Admissions Appeals, secondment of KB, sale of old uniform stock and book royalties, totalling £69174. This is partially offset by unbudgeted expenses of £42000 (Sports Coaches, website upgrade, Sixth form advertising). I have assumed that all budgets will be spent in full. See separate report for detail.

Cash Flow: To be included in future reports.

Catering Trading Account: Report circulated, governors noted a surplus of £12k at the end of the autumn term.

Lunch debts: Lunch debts at 18.03.22 were £6037.19. The majority of these pupils are on payment plans and should be paid up by the end of the year. KB has approved the writing off of some unrecoverable lunch debts totalling £1680.27.

Pupil numbers: There are 615 pupils in Years 7 to 11 and 86 pupils in Years 12 and 13.

School Resources Management Self-Assessment tool: This was reviewed and approved by Finance Governors before submission. Governors noted and **APPROVED** the Action Plan

Agree Key Financial Performance Indicators:

Existing KPIs

- Staff pay as % of GAG/DfE/LA funding – this year 87%
- Pupil to teacher ratio:
  Years 7 – 11: this year - 13.4:1
  Sixth form: this year – 6.6:1

KPI's suggested by Chair of Governors/Finance Governors

- Median teacher cost alongside mean (to see if larger salaries are skewing the average up)
  Teachers only: median is £39492 (M5), mean is £41808
  If SLT is included: median is £39492 (M5), mean is £44925
- Leadership staff costs as % of all staff costs, PLUS leadership staff

	costs divided by teaching staff costs (both used to get an idea of how top/bottom heavy Michaela is) Leadership as % of all staff is 16%, Leadership as % of teaching staff is 20% • Admin/clerical staff costs as % of teaching staff costs (get an idea of resource division between office/admin and teaching) Admin/clerical staff costs as % of teaching staff cost is 19%, if SLT is included it is 15% All support staff costs as % of teaching staff cost is 28%, if SLT is included it is 22% • Total curriculum costs as % of total expenditure (expecting positive correlation so negative changes over time may indicate resources coming out of curriculum) 4% • Curriculum divided by buildings costs (comparison of spend on soft vs hard elements of running Michaela) Percentage split in this year's budget is: Staff: 83% Admin costs (non-staff): 6% Premises costs (non-staff): 7% Curriculum costs (non-staff): 4% • Rate of change for total staff costs (track over time) • Rate of change for total expenditure (track over time) <u>Suggested KPIs linked to pupil performance:</u> • Progress 8 score • Results in maths and english at Year 11 Governors **APPROVED** these KPIs.	
7.	**Data Report** BWY presented the data report • The internal exams for Years 7 to 10 are the first since Covid. Teachers, Heads of Year and Form Teachers did a great job in preparing the pupils who rose to the occasion with almost 100% attendance during exam week. • The exams were written in school by the Subject Leads and marked and moderated internally, but content of the exams was kept secret so that teachers could not teach to the exam. • Years 7 and 8 are graded on a 20 point basis where 19 or 20 is outstanding and anything below 10 is a cause for concern. Heads of Department moderate marking across their department and then meet with BWY to set grade boundaries. • Results are sent to parents with an average score and a destination table showing likely outcome at GCSE. • Outcomes for Years 7 and 8 are slightly lower than in previous years but this is not unexpected because of the Covid lockdowns, teachers are doing everything they can to help these children to catch up. • Years 9 and 10 are given a GCSE type grade. This is not what they would get if they sat the exam now, but the grade they are	

	projected to get at GCSE. It is possible that pupils could make accelerated progress and do better. In previous years pupils achieved better than the predictions. • Results for these cohorts are slightly weaker than in previous years because of Covid. Teachers did not mark the weaker pupils harshly as they did not want to demotivate them. • Year 11 predicated grades are based on the mocks in November/December. Results are below 2019 but in line with predications. It is likely that final results will be below the 2019 results, but it is not known yet what the standard will be. Q: How long will the impact of Covid take to right itself? A: Pupils at Michaela have not taken such a step back as pupils at many other schools, but Year 9 upward will not gain the time back. Pupils coming through from the primaries have also missed out and this may impact the outcomes in secondaries for some years to come.	
8.	**Head Teacher's Report** ***Pupil Progress:*** Children are slowly catching up to Michaela expectations. Years 7 and 8 were impacted because they missed out on the intense preparation which normally takes place for SATs in the primaries. Years 12 and 13 missed out on taking GCSEs in the normal way. Clinics and revision sessions are taking place. ***Admissions:*** The school continues to be oversubscribed for Year 7 with around 200 families putting Michaela as first choice. A successful new system has been introduced for the sixth form whereby candidates visit and experience a Year 11 lesson. At the moment there are 12 externals in Year 12 and 11 in Year 13, there are currently 26 'definites' for September although these are not guaranteed. There are a further 5 or 6 external pupils who are unsure. They were impressed by the quality of the lessons but love their current school. This year the criteria for internal applications will be more selective to elevate the level of ability in the sixth form. ***Attendance:*** Attendance is up from 91% to 94%, it used to be at 97%. It will take time to recover the culture and get back up to this level. ***Staffing:*** Staff attendance is excellent and morale is high despite tiredness. Recruitment for September is underway. ***Governor Visits:*** Chidi, Dan and Matthew have visited the school this week. The children really enjoy these visits.	
9.	**Governor Visits** ***Dan Hall:*** It was a pleasure to be in school, it is easy to take for granted how wonderful it is. The confidence of the pupils in giving appreciations is remarkable. The focus of the visit was Health & Safety, there are no issues to report. ***Chidi Amadi:*** It is a magical experience to visit the school, but very aware that there is method behind the magic. Lessons were impressive, with everyone engaged. In family lunch the children were	

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	keen to talk about the planned Science Museum trip and what they were looking forward to. Pupils are keen to great and speak to visitors. ***Matthew Godfrey:*** In his absence, the letter from MG to KB was shared. MG met with Becky Mitchell, Head of Careers. He was impressed with the breadth and depth of information provided to pupils and the process for supporting them with their 16+ options.	
10.	**AOB** None.	
11.	**Date of next meeting** Doodle Poll to be circulated to agree summer term meeting dates	